

Minutes of ESD Safety Committee Meeting 29 August 2007

Attending: **Jil Geller, Seiji Nakagawa, Tim Kneafsey, Rob Connelly, Ernie Majer, Todd Wood, Don DePaolo, Kryshna Aviña**

**1. Critical Items: NONE**

**Other Items:**

- 2. Minutes approved pending the deletion of “short courses mention” and “SCM”.**
- 3. Committee Membership** —Tabled until the next meeting when the division director is present.
- 4. ES&H Expectations for PRD**—*Action item: Ernie Majer will talk to both Don DePaolo Susan McAlister regarding the expectations for the staff's PRDs.*
- 5. Ergo Advocates**—Ernie proposes that one person from each department be an ergo advocate. Other divisions who are currently implementing programs like the ergo advocates find that serving as an advocate takes a few hours a week for a group of about 20 people. In some divisions, the ergo advocates act as the ones who actually perform ergo evaluations. ESD is the only division who doesn't use its own staff for non-pain ergo evaluations. ES&H will not be providing this service indefinitely - for now it is performed by an outside contractor. However ES&H will continue to provide ergonomists for pain-related evaluations, and support of the division ergo advocates. What ESD needs is someone to work with staff members after they have had their ergo evaluations to follow up on the recommendations. Training consists of 3-4 half day sessions (12-16 hours of training spanning a month or more). For the scientists, a mid- to upper-level scientist would be better suited as an advocate. There was some question on the effectiveness of a program that requires a relatively small amount of training time. There could also be ergo advocates who could be solely responsible for following up with staff who have had evaluations; in the future the division will be solely responsible for non-pain related ergo evaluations. A lot of this work is being given to the Division Safety Coordinators (DSC), but many divisions have a full-time DSC and ESD has a part-time DSC. Ernie proposes that the training time for the ergo advocates will be paid for by the Division. Ergo advocates for both lab and field work could also be a possibility.

The OSSEPP Hazard Analysis Table has been updated to include ergonomic risks

Incentives for encouraging ergonomic health were discussed. Suggestions such as ergo awards to having a stash of “desirable” ergo chairs and computer pointing devices for people to try were discussed. *Action item: Jil will find out the current status of the ergo advocate training and report back to the Committee. Ernie Majer will propose Ergo Advocate Program to the Division Council including the suggestions from the Safety Committee.*

- 6. Safety Walkthroughs**—A training session will be required for anyone conducting safety walkthroughs prior to the inspections. The safety walkthroughs scheduled for September will be postponed so the new Division Director can participate. With the ISM plan being updated, there will be an emphasis on outlining what can feasibly be done by the division with regards to safety walkthtoughs, supervisory expectations, etc. Input from the new division director will be needed in the updated ISM. *Action item: Ernie will talk to Don DePaolo regarding his availability to conduct this period's walkthroughs.*

7. **ISM Plan Updates**—ISM Plan is currently being updated. *Action item: Jil will follow-up w/ Ernie and Maryann regarding updates to the ISM plan*

**The meeting was adjourned because the conference room was needed by others without discussion on the remaining agenda topics.**